

Glossary

For CCD to have comparable data across states, all states must abide by the same standard definitions when reporting on schools, students, and staff. To ensure a common understanding, definitions for critical terms are presented below.

Alternative Education School

A public elementary/secondary school that addresses needs of students which typically cannot be met in a regular school; provides nontraditional education; serves as an adjunct to a regular school; and falls outside of the categories of regular, special education, or vocational education.

Average Daily Attendance (ADA)

Average Daily Attendance is defined as the aggregate days of attendance by students of a given school during a given reporting period, divided by the number of days in session during this period; or attendance determined in accordance with state law. Since some States use their own definition and others use the NCES definition, the data on average daily attendance are not completely comparable across States. As a result, the expenditures per pupil in attendance may not be comparable.

Central City

A central city is defined as a city within a Metropolitan Statistical Area (MSA) with a minimum population of 50,000; and has a Census Urbanized Area Code.

Classroom Teachers

See “Teachers”

Community Services Expenditures

Expenditures for community services are defined as expenditures for community services to students, staff and community residents, such as community swimming pools, day care centers or recreation or transportation programs for the elderly; although property expenditures (e.g., vehicles, equipment, furniture, etc.) are not included.

These services are provided by a governmental entity as a service, and are not run as a business.

Consolidated Metropolitan Statistical Area (CMSA)

CMSA is defined as an area of greater than 1,000,000 population, totality of the PMSAs in a single geographical area.

Current Expenditures

Current expenditures for the categories of instruction, support services, and non-instructional services include fixed charges (employee benefits, rent, interest). They do not include expenditures for debt service and capital outlay.

Instructional expenditures include those for activities dealing directly with the interaction between students and teachers (salaries, including sabbatical leave, employee benefits, and purchased instructional services).

Support services current expenditures include-support services (attendance, guidance, health, speech, psychological); staff support services (improvement of instruction, educational media, including librarians); general administration

(board of education, central office); school administration (principal); business (fiscal services, purchasing, warehousing, printing); operation and maintenance of plant; student transportation services; and central expenditures (research, information services, data processing).

Non-instructional services current expenditures include food service operations, and other auxiliary enterprise operations (bookstore, interscholastic athletics) and exclude community services (child care, swimming pool).

Current Expenditures

Current expenditures are defined as expenditures for the categories of instruction, support services, and non-instructional services for salaries, employee benefits, purchased services and supplies; and payments by the state made for or on behalf of school systems. This does not include expenditures for debt service and capital outlay, and property (i.e., equipment); or direct costs (e.g., Head Start, adult education, community colleges, etc.) and community services expenditures.

Diploma, High School

A High School diploma is a formal document certifying the successful completion of a secondary school program prescribed by the state education agency or other appropriate body.

Direct Cost Expenditures

Direct cost expenditures are expenditures made by LEAs for programs that are not considered part of the public pre-kindergarten through grade 12 educational programs, such as expenditures for: adult education, community colleges, and non-public school programs, such as compensatory education programs for both public and private students.

Direct Support Expenditures

Direct support expenditures are expenditures made by a state for the benefit of the LEA, or contributions of equipment or supplies; including those expenditures for the employer's contribution to LEA staff state pension funds, and contributions of property (equipment) and supplies such as school buses and textbooks.

Dropout

A dropout is a student who was enrolled in school at some time during the previous school year; was not enrolled at the beginning of the current school year; has not graduated from high school or completed a state or district-approved educational program; and does not meet any of the following exclusionary conditions has transferred to another public school district, private school, or state- or district-approved educational program; is temporarily absent due to suspension or school-approved illness; or has died.

Education Agency

An education agency is defined as a government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

Elementary

Elementary is defined as a general level of instruction classified by state and local practice as elementary, composed of any span of grades not above grade 8; preschool or kindergarten included only if it is an integral part of an elementary school or a regularly established school system.

Employee Benefits

Employee benefits include amounts paid by school districts on behalf of employees.

Examples include: group insurance, social security and retirement contributions, and employee reimbursement for unused sick leave.

Facilities Acquisition and Construction

Facilities acquisition and construction is defined as expenditures for equipment for facilities, facilities acquisition and construction services, both property and non-property-including expenditures for buildings built and alterations performed by LEA staff or contracted out by the LEA; the purchase of land and land improvements; the initial, additional, and replacement items of equipment, such as machinery, furniture and fixtures, and vehicles.

Federally Operated Education Agency

A federally operated agency is charged, at least in part, with providing elementary and/or secondary instruction or support services.

Fiscal Year

A fiscal year is defined as the 12-month period beginning July 1 and ending June 30.

Fixed Charges

Fixed charges include employee benefits paid on behalf of employees, including employer contributions to retirement systems, FICA, health and life insurance premiums, workman's compensation, and other personnel benefits; and other fixed charges, such as, payments for liability and casualty insurance premiums, rental, interest on short-term current loans, and judgments against local agencies.

Free Lunch Program

The free lunch program is defined as a program, under the National School Lunch Act, that provides cash subsidies for free lunches to students based on family size and income criteria.

Full-time Equivalency (FTE)

FTE is defined as the amount of time required to perform an assignment stated as a proportion of full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

General Education Development (GED) Test

General education development test is defined as a comprehensive test used primarily to appraise the educational development of students who have not completed their formal high school education, and who may earn a high school equivalency certificate through achievement of satisfactory scores.

Graduate, High School

A high school graduate is defined as a person who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed course of studies in a secondary level school.

This term does not include other completers, or high school equivalency recipients, or GED recipients.

Graduate, Regular High School

A regular high school graduate is defined as individuals who received a regular diploma recognizing the completion of secondary school requirements during the previous school year and subsequent summer school.

It excludes high school equivalency and other diploma recipients, and other high school completers (e.g., those granted a certificate of attendance).

Guidance Counselors/Directors

Professional staff assigned specific duties and school time for any of the following activities in an elementary or secondary setting: Counseling with students and parents; consulting with other staff members on learning problems; evaluating student abilities; assisting students in making educational and career choices; assisting students in personal and social development; providing referral assistance; and/or working with other staff members in planning and conducting guidance programs for students.

The state should apply its own standards in apportioning the aggregate of guidance counselors/ directors into the elementary and secondary level components.

Head Start Program

A Federally funded program that provides comprehensive educational, social, health, and nutritional services to low-income preschool children and their families, and children from ages 3 to school entry age (i.e., the age of compulsory school attendance).

Head Start students and teachers are reported on the CCD only when the program is administered by a local education agency.

High School Completion Count

A count of graduates and other high school completers including regular diploma recipients, other diploma recipients, other high school completers, and high school equivalency recipients (State Nonfiscal Survey only).

High School Equivalency Certificate

A formal document certifying that an individual met the state requirements for high school graduation equivalency by: Obtaining satisfactory scores on an approved examination, and meeting other performance requirements (if any) set by a state education agency or other appropriate body.

High School Equivalency Recipients

Individuals age 19 years or younger who received a high school equivalency certificate during the previous school year or subsequent summer.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Individualized Educational Program (IEP)

IEP is a written instructional plan for students with disabilities designated as special education students under IDEA-Part B.

This includes statement of present levels of educational performance of a child; statement of annual goals, including short-term instructional objectives; statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs; projected date for initiation and anticipated duration

of services; appropriate objectives, criteria and evaluation procedures; and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Instructional Aides

Instruction aides is defined as staff members assigned to assist a teacher with routine activities associated with teaching, i.e. activities requiring minor decisions regarding students, such as monitoring, conducting rote exercises, operating equipment and clerking. *Includes only paid staff, and excludes volunteer aides.*

Instructional Coordinators and Supervisors

Instruction coordinators and supervisors supervise instructional programs at the school district or subdistrict level and are defined as educational television staff; coordinators and supervisors of audio-visual services; and curriculum coordinators and in-service training staff; Chapter 1 and home economics supervisors; staff engaged in the development of computer-assisted instruction. School-based department chairpersons are excluded.

Instructional Expenditures

Instructional expenditures are expenditures for activities dealing directly with the interaction between students and teachers (salaries, including sabbatical leave, employee benefits, and purchased instructional services).

Interest on Debt

Interest on debt is defined as debt service payments for interest on bonds and notes for obligations exceeding one year. This does not include payments on the redemption of principle.

Kindergarten

Kindergarten is defined as a group or class that is part of a public school program, and is taught during the year preceding first grade.

Large City

A central city of a CMSA or MSA, with the city having a population greater than or equal to 250,000.

Large Town

An incorporated place or CDP with a population greater than or equal to 25,000 and located outside a CMSA or MSA.

LEA Administrative Support Staff

LEA administrative support staff is defined as all staff members who provide direct support to LEA administrators, business office support, and data processing.

Local Education Agency (LEA) Administrative Support Staff

Staff members who provide direct support to LEA administrators, *including secretarial and other clerical staff.*

LEA Administrators

LEA administrators are chief executive officers of the education agencies, including superintendents, deputies, and assistant superintendents; other persons with district-wide responsibilities: e.g., business managers, administrative assistants, professional instructional support staff, Chapter I coordinators, and home economics supervisors.

Exclude supervisors of instructional or student support staff.

Librarians

Librarians are defined as professional staff members and supervisors assigned specific duties and school time for professional library services activities.

This includes selecting, acquiring, preparing, cataloguing, and circulating books and other printed materials; planning the use of the library by students, teachers, and instructional staff; and guiding individuals in use of library books and material maintained separately or as a part of an instructional materials center.

Library and Media Support Staff

Library and media support staff are defined as staff members who render other professional library and media services; also includes library aides and those involved in library/media support.

Their duties include selecting, preparing, caring for, and making available to instructional staff, equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials maintained separately or as part of an instructional materials center.

Also included are activities in the audio-visual center, TV studio, related work-study areas, and services provided by audio-visual personnel.

Media Specialists

Media specialists are defined as directors, coordinators, and supervisors of media centers.

See point under Librarians.

Membership

Membership is defined as the count of students on the current roll taken on the school day closest to October 1, by using either: The sum of original entries and re-entries minus total withdrawals; or the sum of the total present and the total absent.

Metro Status (Metropolitan Status)

Metro status is defined as the classification of an education agency's service area relative to a Metropolitan Statistical Area.

Metropolitan Areas

The term Metropolitan Area (MA) refers collectively to Metropolitan Statistical Areas, Consolidated Metropolitan Statistical Areas, Primary Metropolitan Statistical Areas, and New England County Metropolitan Areas. The Office of Management and Budget (OMB) defines new MA's and revised definitions of existing MAs by applying published standards to decennial census data.

Metropolitan Statistical Area (MSA)

An area consisting of one or more contiguous counties (cities and towns in New England) that contain a core area with a large population nucleus, as well as adjacent communities having a high degree of economic and social integration with that core. An area is defined as MSA if: It is the only MSA in the immediate area and it has a city of at least 50,000 population; or it is an urbanized area of at least 50,000 with a total metropolitan population of at least 100,000 (75,000 in New England).

Mid-size City

A central city of a CMSA or MSA, with the city having a population less than 250,000.

Non-instructional Expenditures

Non-instructional expenditures are defined as expenditures for food service operations and other auxiliary enterprise operations (bookstore and interscholastic athletics), excluding community services (e.g., child care or swimming pool).

Non-MSA City

A Non-MSA city is a city or place not in an MSA with a minimum population of 25,000 inhabitants and a population density of at least 1,000 per square mile; and does not have a Census Urbanized Area Code.

Officials and Administrators

Officials and administrators are chief executive officers of the education agencies, including superintendents, deputies, and assistant superintendents; and other persons with district-wide responsibilities, such as business managers, administrative assistants, etc.

Operational Status

Classification of the operational condition of a school. Classifications include currently operational, closed, and opened.

Other Diploma Recipients

Other diploma recipients are individuals who received a diploma from other than a regular school program during the previous school year and subsequent summer school.

Other High School Completers

Other high school completers are individuals who have received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer school.

Other Support Staff

Other support staff are all other staff who serve in a support capacity and are not included in the categories of central office administrative support, library support, or school administrative support; e.g., social workers, data processing, bus drivers, and health, equipment maintenance, security, and cafeteria workers.

Outside Urbanized Area

Outside urbanized area is defined as an area not contiguous to any city or urban fringe area with a minimum population of 2,500 inhabitants; an area with a population density of at least 1,000 per square mile; and without a Census Urbanized Area Code.

Prekindergarten Students

Prekindergarten students are defined as students who are enrolled in a group or class that is part of a public school program taught during the year or years preceding kindergarten, excluding Head Start students.

Prekindergarten Teachers

Teachers of a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten; *includes teachers of Head Start students if part of authorized public education program.*

Primary Metropolitan Statistical Area (PMSA)

If an area meets the requirements to qualify as a MSA and has a population of one million or more, one or more PMSAs may be defined within it if statistical criteria are met and local opinion also is in favor. A PMSA consists of a large urbanized county, or a cluster of such counties (cities and towns in New England) that have substantial commuting interchange. When one or more PMSAs have been recognized the larger area of which they are component parts then is designated a CMSA.

Property Expenditures

Property expenditures, not included in current expenditures, are defined as expenditures for property, machinery, and equipment; for items that are not consumed or worn out through use; and for all public education functions.

Supplies such as textbooks, periodicals, teaching, medical and audio-visual supplies, oil, gasoline, and property maintenance are NOT included as property expenditures, but as current expenditures. For example, buildings, computers, desks, furniture, furnishings, land tools, typewriters and vehicles.

Public School

Public schools are defined as institutions that provide educational services and have one or more grade groups (PK-12); or which is ungraded; and has one or more teachers to give instruction; is located in one or more buildings; has an assigned administrator; receives public funds as primary support; and is operated by an education agency.

Regional Education Service Agency

Agency providing services to a variety of local education agencies, or a county superintendent serving the same purposes.

Regular Diploma Recipients

Graduates who received a regular diploma during the previous school year and subsequent summer school.

Regular School

A regular school is defined as a public elementary/secondary school that does not focus primarily on vocational, special, or alternative education.

Revenues

Increases in the net current assets of a government fund type from other than expenditure refunds and residual equity transfers.

Revenues are reported from local, intermediate, state and federal sources.

Revenues, Exclusions

Excluded are proceeds from bond sales; cash received from sale of assets; other non-revenue receipts; intergovernmental transfers among LEAs; and revenues from community services.

Revenues from Federal Sources

Revenues from federal sources include direct grants-in-aid from the federal government; federal grants-in-aid through the state or an intermediate agency; and other revenue that, in lieu of taxes, had the tax base been subject to taxation.

Revenues from Intermediate Sources

Revenues from an educational government agency, which should have independent fund-raising capability; that is, not a local education agency or state agency, e.g., New York's Board of Cooperative Educational Services (BOCES).

Revenues from Local Sources

Revenues from a local sources include revenues from a local education agency, including local property and non-property tax revenues; local government; tuition; transportation; food services; student activities; textbook sales; donations; and property rentals.

Revenues from local sources include:

Taxes levied or assessed by an LEA; revenues from a local government to the LEA; tuition received; transportation fees; earnings on investments from LEA holdings; net revenues from food services (gross receipts less gross expenditures); net revenues from student activities (gross receipts less gross expenditures); and other revenues (textbook sales, donations, property rentals).

Revenues from State Sources

Revenues from a state government source; including those that can be used without restriction; those for categorical purposes; and revenues in lieu of taxation.

Revenues from the State for/on Behalf of School Districts

Revenues from payments made by a state for the benefit of the LEA; or contributions of equipment or supplies. Such revenues include: the payment of a pension fund by the state on behalf of an LEA employee for services rendered to the LEA; contributions of fixed assets (property, plant, and equipment) such as school buses and textbooks.

Rural

An area designated as rural is an area with 2,500 inhabitants or fewer; and/or a population density of less than 1,000 per square mile; and/or does not have a Census Urbanized Area Code.

Salaries for Instruction

Salaries for instruction include gross salary of regular and part-time teachers, teachers' aides, homebound teachers, hospital based teachers, substitute teachers and teachers on sabbatical leave who are on LEA payrolls.

Salaries for Support Services

Salaries for support services include salaries for all LEA employees providing administrative, technical (such as guidance and health), operation, maintenance and transportation services that facilitate and enhance instruction.

School Administrative Support Staff

School administrative support staff are staff whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons; and includes clerical staff and secretaries.

School Administrators

Staff members whose activities are concerned with directing and managing the operation of a particular school; including principals, assistant principals, other assistants; and those who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, coordinate school instructional activities with those of the education agency, including department chairpersons.

School District

A school district is an educational agency or administrative unit that operates under a public board of education.

Secondary

Secondary is defined as the general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Small Town

An incorporated place or CDP with population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA.

Special Education School

A special education school is defined as a public elementary/secondary school that focuses primarily on special education; including instruction for any of the following: hard of hearing, deaf, speech-impaired, health-impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind, and adapts curriculum, materials or instruction for students served.

State Education Agency

State education agency is defined as an agency of the state charged with primary responsibility for coordinating and supervising public instruction including setting of standards for elementary and secondary instructional programs.

State-Operated Agency

A State-operated agency is defined as a state-operated agency charged, at least in part, with providing elementary and/or secondary instruction or support services. Examples include elementary/secondary programs operated by the state for the deaf or blind; and programs operated by state correctional facilities.

Student

A student is an individual for whom instruction is provided in an elementary or secondary education program that is not an adult education program and is under the jurisdiction of a school, school system, or other education institution.

Student Support Services Staff

Student support services staff are staff members whose activities are concerned with the direct support of students; and who nurture, but do not instruct, students. Includes attendance officers; staff providing health, psychology, speech pathology, audiology, or social services; and supervisors of the preceding staff and of health, transportation, and food service workers.

Supervisory Union

Supervisory Union is defined as an educational agency where administrative services are performed for more than one school district, by a common superintendent.

Support Services Expenditures

Expenditures for student support services (attendance, guidance, health, speech, and psychological), staff support services (improvement of instruction, and educational media, including librarians), general administration (board of education and central office), school administration (principal), business (fiscal services, purchasing, warehousing, and printing), operation and plant maintenance, student transportation services, and central expenditures (research, information services, and data processing).

Teachers

Teachers are defined as individuals who provide instruction to pre-kindergarten, kindergarten, grades 1 through 12, or ungraded classes; or individuals who teach in an environment other than a classroom setting; and maintains daily student attendance records.

Total Education Expenditures

They include increases in net financial resources for the purposes of public education. These consist of current, property, and facilities acquisition expenditures, and other current expenditures directly related to pre-K through 12 programs. These "other current expenditures" are reported as community services and direct cost expenditures.

Ungraded Students

Ungraded students are defined as individuals assigned to classes or programs that do not have standard grade designations.

Urban Fringe

Urban fringe is defined as a closely settled area, contiguous to a central city outside a central city; with a minimum population of 2,500 inhabitants; with a population density of at least 1,000 per square mile; and has a Census Urbanized Area Code.

Urban Fringe of a Large City

Any incorporated place, CDP, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau.

Urban Fringe of a Mid-size City

Any incorporated place, CDP, or non-place territory within a CMSA or MSA of a Mid-Size City and defined as urban by the Census Bureau.

Urbanized Area

An urbanized area is defined as an area with a population concentration of at least 50,000; generally consisting of a central city and the surrounding, closely settled, contiguous territory and with a population density of at least 1,000 per square mile.

Vocational Education School

A vocational educational school is defined as a public elementary/secondary school that focuses primarily on vocational education; and provides education and training in one or more semi-skilled or technical occupations.

White

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.